

Position Description

Position Title

Development Manager

Location

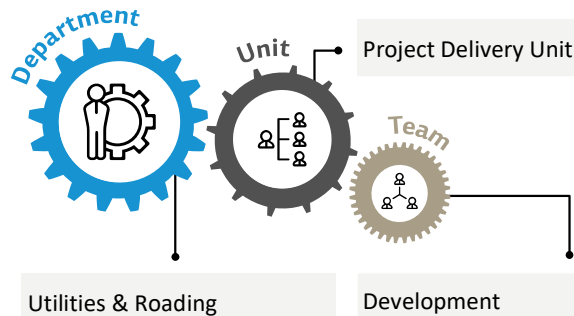
Rangiora Service Centre – Farmers Building

Contract Type

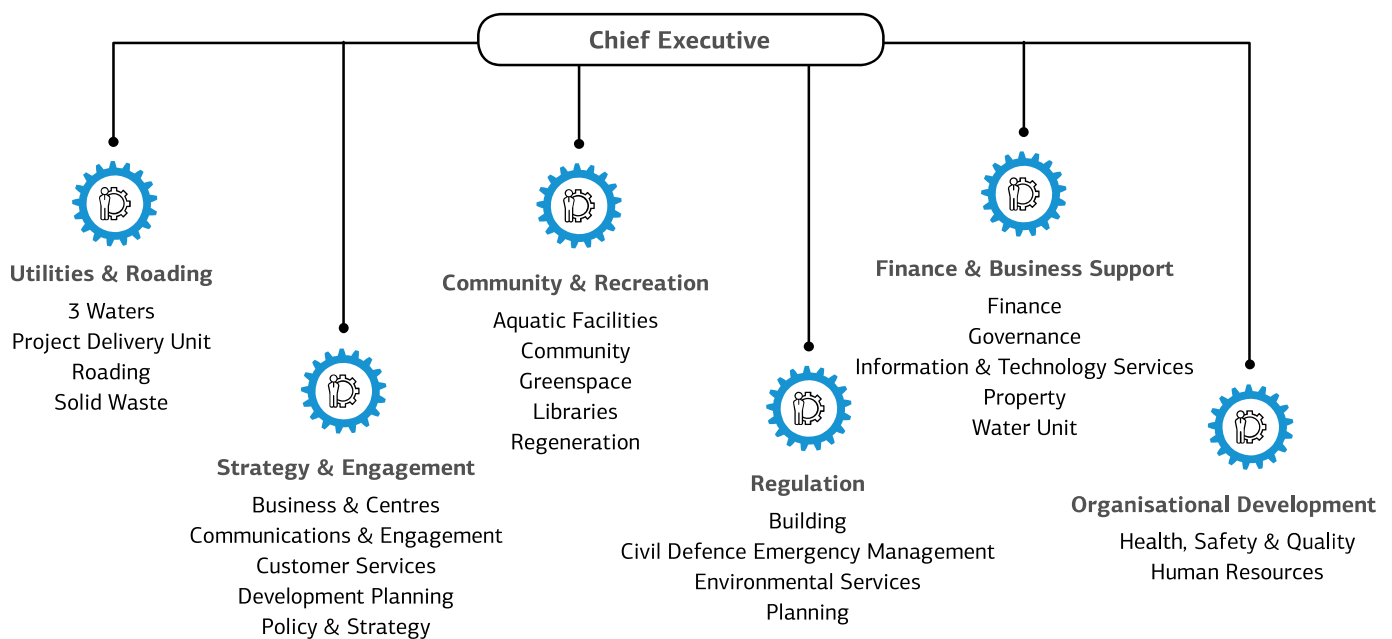
Fixed

Date

March, 2020



Organisation Context



Tā mātou mauri

Our principles

Our purpose

To make Waimakariri a great place to be, in partnership with our communities.

Our vision

We are a respectful, progressive team delivering value for our customers.

Our values

We will...

Act with integrity, honesty and trust

Keep you informed

Do better every day

Take responsibility

Work with you and each other

Our customer promise

We will be professional, approachable and solutions-focused.

Position Details

Purpose of Position

To assist the Project Delivery Unit to provide an in-house consultancy service by:

1. Being part of a Project Delivery Unit able to provide professional services to the Council competitive with the private sector and with a strong Client focus.
2. Liaising with, and being the key contact for developers and their advisors in relation to land and major commercial development in the District, providing a strategic overview, as well as ensuring Council responds to developers' queries in a co-ordinated, timely and professional manner.
3. Contributing to the District Development Steering Group providing suggestions and leading initiatives to improve customer service and the effectiveness of Council's policies and practices, while remaining abreast of new and emerging development opportunities.
4. Taking overall responsibility for engineering and servicing matters relating to Subdivisions, Development, Town Centre Upgrades, and Development Contribution practices and processes within the Project Delivery Unit.
5. Providing leadership and to effectively lead the Subdivision Engineering Team within the Project Delivery Unit.
6. Mentoring and Coaching team members to help them achieve high standards of performance and ensure team members are encouraged to develop engineering, project management and other work skills.

Key Relationships

Responsible to

Project Delivery Manager

Responsible for

Development Team

Internal

- Project Delivery Manager
- Project Delivery Unit Staff
- Development Team
- Manager, Utilities & Roading
- Utilities & Roading Staff
- 3 Waters Unit Staff
- Roading Unit Staff
- Solid Waste Unit Staff
- Asset Managers
- Health, Safety & Quality Manager
- Finance Staff
- Policy Staff
- Greenspace Staff
- Other Council Staff, as required

External

- Councillors / Community Board Members
- Mayor
- Customers / Ratepayers
- Members of the Community
- Contractors
- Consultants
- Utilities Providers
- Consent Authorities
- Other Councils
- External Organisations
- Te Ngāi Tūāhuriri Rūnanga

Key Result Areas

KPI (area of responsibility)

Maintain constructive and positive relationships with developers contributing to the successful completion of their developments, while ensuring Council's policies and standards are met.

Maintain a strategic awareness of Regional and District growth and development initiatives, remaining abreast of new and emerging development opportunities and contributing constructively to the development of appropriate Council responses.

Ensure servicing proposals for developments are successfully designed and constructed, including integration with existing Council systems.

Ensure all engineering aspects of development proposals are coordinated, adequately assessed and clearly reported on in accordance with the Resource Management Act 1991, including site suitability, consideration of the protection and enhancement of the environment, and recovery of infrastructure costs.

Provide effective leadership, and project management skills across a range of development, subdivision and town centre works.

Provide leadership and guidance to the Development Team.

Measure (successful when)

Developments meet Council standards and are in accordance with industry best practice.

Actively contribute to the District Development Steering Group. Provide suggestions and leading initiatives to improve customer service and the effectiveness of Council's policies and development practices.
Council responses are in line with growth and development initiatives.

Roads and reticulation for water supplies, sewerage, stormwater and land drainage are designed and constructed in accordance with Council's Code of Practice, conditions of consent and to the Asset Owners' satisfaction.
Advice and guidance provided to developers and their technical representatives to ensure the servicing requirements are met and correctly integrated with existing Council systems.

Developments are coordinated, assessed and constructed according to industry best practice for environmental standards, including planning for growth and servicing.
Recovery of development contribution infrastructure costs are established, maintained and administered.

Continued professional development of leadership skills.
Staff are empowered and effective.
Positive Annual performance review feedback.

Mentoring provided to and empathy shown towards team members.
Daily communication with peers.
Team performance indicators are positive.

Key Result Areas Continued

KPI (area of responsibility)

Assist the Planning Unit staff to meet the requirements of the Resource Management Act for the processing of Plan Change/Variations and Resource Consent applications.

Undertake investigation of servicing and engineering aspects of scheme plans of subdivisions and other resource consent proposals, including ensuring site inspections and auditing is carried out.

Take overall responsibility for the delivery of a high standard of engineering design within the Project Delivery Unit.

Administer agreed projects, including preparing project briefs, arranging meetings, preparing reports, presenting information, and implementing decisions.

Review of reports and decisions to ensure completeness and accuracy.

Set up and maintain systems for monitoring cost, quality and timeliness of work undertaken by the Development Team and the Project Delivery Unit as required.

Measure (successful when)

Provide prompt reporting, administration, presentation of information and implementation of engineering decisions.

Analyse, check and recommend approval when satisfied, of all engineering plans of subdivisions and other developments.

Check and transfer certified As-Built information to the appropriate record system depository.

Audit findings ensure the quality of assets vested to Council.

Development Team meets quality objectives to the satisfaction of clients and the Project Delivery Manager.

Development Team projects are administered to a high standard and in a timely manner.

Documentation relating to the engineering and servicing aspects of resource consents up to subdivision completion is collected and transferred to the appropriate record system depository.

Reports are consistent with Council requirements and have sufficient detail to allow for informed decision making.

Development Team projects meet Project Delivery Unit requirements for quality and costs.

Costs are recovered through a combination of fees, charges and internal transfers.

Engineering Code of Practice and Glossary of standard conditions is appropriately maintained and updated.

Person Specification

Education / Qualifications

- Holds a suitable engineering or related science qualification.
- Maintains a professional membership of an appropriate association.
- Possesses professional status equivalent to or as a Chartered Professional Engineer.
- Holds a full driver's license.

Knowledge / Experience

- Experience in management of direct-report staff.
- Technical expertise in Civil, Water and Environmental Engineering.
- Extensive experience of lead role management of capital works, water, sewer, and stormwater modelling projects from investigations through to commissioning and completing these within budget and on time.
- Experience and resourcefulness to identify and resolve problems that may arise throughout the project.
- Experience in preparing briefs and contract documents, tendering work, supervising contracts and resolving disputes.
- Good understanding of public relations.
- Familiar with the Resource Management Act and Health and Safety at Work Act.
- Good understanding of Local Government operations and the Local Government Act.
- Good understanding of our community and their needs.

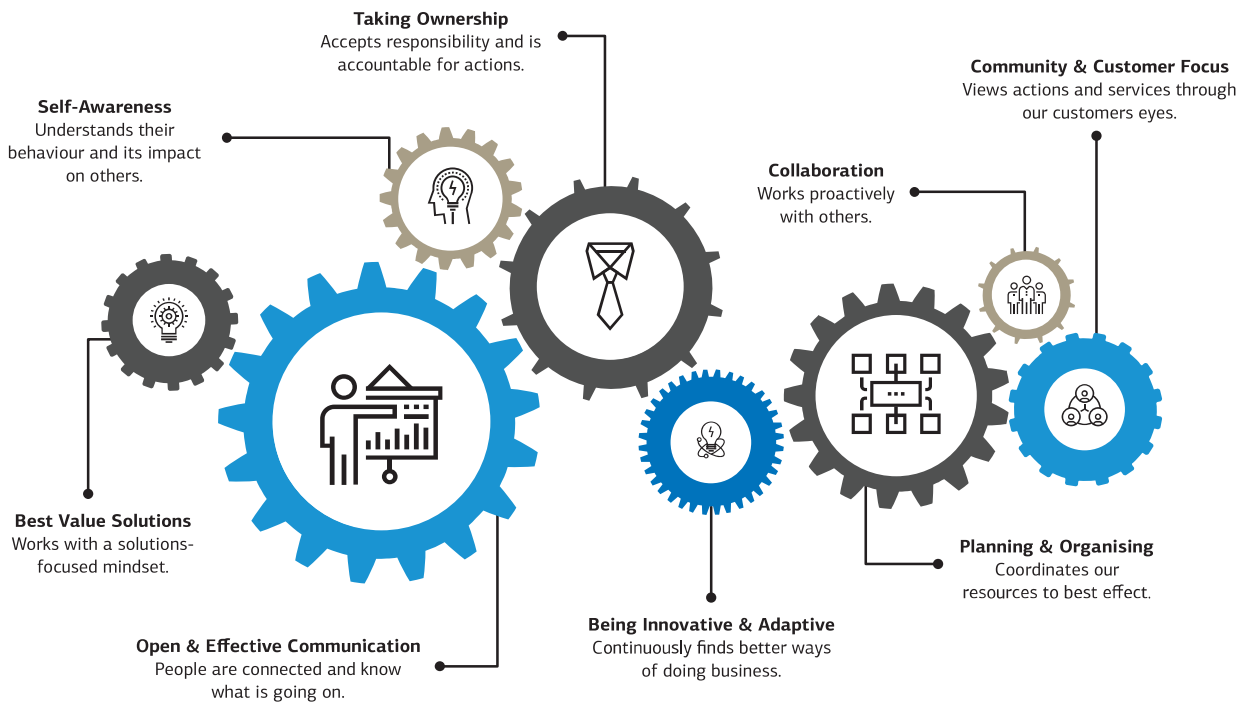
Attributes

- Modifies and adapts own behaviours to suit the situation.
- Takes accountability for results within their own area.
- Stays professional while dealing with difficult meetings or adverse reactions.
- Willing to take ownership and responsibility for the project, while acknowledging the necessary limits of authority.
- Shares best practice and learnings across the Team and Unit.
- Persuasively presents and engages with decision makers and stakeholders.
- Encourages others to find ways of delivering services that add value.
- Develops best value solutions.
- Encourages innovation and improvement.
- Demonstrates an organised and logical approach to work and work-related tasks.

Skills

- Sound leadership skills.
- Communicates clearly, openly and concisely through all forms of media.
- Displays a leadership role in conducting and participating in meetings, hearings and negotiations.
- Consults and negotiates with all affected groups, especially in light of the sensitive nature of the projects.
- Determines the need or otherwise for external resources and accurately evaluates any estimate or quote prepared by or submitted to the Council.
- Demonstrates familiarity with key Project Management tools, such as Critical Path techniques, risk analysis, financial evaluation tools, and cost budgeting and tracking.

Core Competencies



Key Requirements for all Council Staff

- ✓ Embrace principles contained in Tā Mātou Mauri, model the Council's values and continuously seek self-improvement regarding our Core Competencies.
- ✓ Participate in Civil Defence training programmes and exercises and assist effectively in Disaster Recovery and Business Continuity Planning.
- ✓ Take reasonable care for the health and safety of yourself and others at the WDC (including visitors, volunteers, contractors, and general public). Comply with any reasonable health and safety instruction, policy or procedure and ensure that all hazards, risks and incidents in the workplace are reported.
- ✓ Manage information of all activities within the Council's corporate business and information systems according to information management policies and procedures.
- ✓ Ensure that proper account of tikanga Māori and the Treaty of Waitangi is taken in all activities.
- ✓ Maintain an effective partnership with mana whenua as provided for in our agreements and understandings between Council and Te Ngāi Tūāhuriri Rūnanga.

Amendments to Position Description

From time to time it may be necessary to consider changes in the Position Description in response to the changing nature of our work environment – including technological requirements or statutory changes.

Position Description Approved by

Kelly LaValley

Date

18/11/2020